

## **Police Officer Exam – City of Bedford**

The City of Bedford Civil Service Commission will be establishing a list of candidates for the position of police officer for the Bedford Police Department. The written test will be administered on Saturday, May 2<sup>nd</sup>, 2015 at 9:00 a.m. at Ellenwood Recreation Center located at 124 Ellenwood, Bedford, Ohio 44146. Candidates must have a valid Tri-C physical agility certificate by the date of the written exam, May 2<sup>nd</sup>, 2015. Certificates from previously taken physical agility exams will be accepted if issued any time after April 30<sup>th</sup>, 2014. Applicants needing to register for the March 15<sup>th</sup>, and April 19<sup>th</sup>, 2015 physical agility test may do so by contacting Tri-C at 216-987-3033.

The City of Bedford Civil Service Commission will be awarding additional points for City of Bedford Residency, Military Service, an Associates and Bachelor College Degree and an O.P.O.T.A. Certificate. Qualified candidates must have at least a high school diploma or G.E.D., valid driving privileges, and no felony offenses.

In addition candidates will be required to sign up for the written exam and complete a City of Bedford candidate application package which must be filed with the City of Bedford's Finance Department from the period 9:00 a.m. on February 23<sup>rd</sup>, 2015 through 5:00 p.m. on April 24<sup>th</sup>, 2015. Cost for this exam will be \$20.00 cash or money order and will be accepted at the time of registration. This application package will include information on how to obtain points for City of Bedford Residency, Military Service, Associates or Bachelors College Degree and an O.P.O.T.A. certificate. The applicant must return the completed application in person with a photo ID. Applications are available on the City's website at [www.bedfordoh.gov](http://www.bedfordoh.gov) or at Bedford City Hall, 165 Center Road, Bedford, Ohio 44146. Candidates will be required to successfully complete an extensive background investigation, polygraph examination, psychological examination, drug testing (the City of Bedford Civil Service Commission utilizes the FBI Employment Drug Use Disqualifiers for any job candidates), personal interview, and medical exam. The tie breaker between candidates will be the fastest time from the police physical agility exam's 1 1/2 mile run.

**The City of Bedford is an equal opportunity employer.**

## **CITY OF BEDFORD**

### **CANDIDATE APPLICATION PACKAGE**

The Bedford Civil Service Commission will be establishing a list of candidates for the position of police officer for the Bedford Police Department and will be giving additional points for City of Bedford residency one point (1), Military Service / Honorable Discharge two points (2), O.P.O.T.A. certificate for two points (2) Associate Degree one point (1) and Bachelor Degree two points (2). The **maximum additional points awarded** to a candidate possessing any and all of these areas of expertise will be a total of **5** points. Bedford residency points require proof of residency of at least 6 months prior to the exam date of May 2<sup>nd</sup>, 2015. A valid Ohio Peace Officer Training Academy Certificate must state (605 hours) for points to be awarded. Military points will be awarded for those candidates with a DD 214 form with an Honorable Discharge and a re-entry eligibility code that reflects this status. The following US Army Re-Entry eligibility codes will not be acceptable for additional points; however, not limited to: RE-4R, most RE-3'S, and some RE-2's. A copy of Diploma and or Transcripts from an accredited college for Associate or Bachelor Degree. All Candidates must provide a copy of their Tri-C Physical Agility Certificate with a valid time frame of April 30<sup>th</sup>, 2014 through April 19<sup>th</sup>, 2015.

The Bedford Civil Service Commission will have final determination of all points awarded. The tie breaker between candidates will be the fastest time from the police physical agility exam's 1½ mile run.

Qualified candidates must provide at the time of registration a copy of their valid driver license and high school diploma or G.E.D. College Diploma and or College Transcripts; have valid driving privileges, and no felony or serious misdemeanor offenses. The City of Bedford Civil Service Commission utilizes the FBI employment drug use disqualifiers for any job candidates.

All interested Candidates must return the application package and sign up for the written exam beginning Monday, February 23<sup>rd</sup>, through Friday, April 24<sup>th</sup>, 2015 between the hours of 9:00 a.m. – 5:00 p.m. There will be a \$20.00 cash or money order only fee at the time of registration.

Candidates will be required to successfully complete an extensive background investigation, polygraph examination, psychological examination, drug testing, personal interview, and medical exam.

*Make sure you have your application notarized for verification of your signature.*

Sign Up Number: \_\_\_\_\_

***City of Bedford Civil Service Commission  
Police Officer Entrance Examination  
Fingerprint Form***

***Name (print):*** \_\_\_\_\_  
*Last Name First Name Middle Initial*

***Address:*** \_\_\_\_\_  
\_\_\_\_\_

***Signature:*** \_\_\_\_\_

*Application for Position of City of Bedford Police Entrance Examination  
Civil Service Commission use only- Do not mark below this line.*

***Right Hand Thumbprint***

***Application***

***Witnessed By***

\_\_\_\_\_

***Written Examination***

***Witnessed By***

\_\_\_\_\_

## *Application for the Police Officer Examination*

*Name (print):* \_\_\_\_\_

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>

**Address:** \_\_\_\_\_  
\_\_\_\_\_

*Below list three additional phone numbrs in which the City can contact you if not available at the number listed above. This may include cell number, pager number or the number of a relative or friend that would know how to contact you. **The applicant is responsible for notifying the City of Bedford Civil Service Commission of any changes in regards to address, phone numbers, etc. The Civil Service Commission reserves the right to remove a candidate for non-compliance of current address and or phone numbers.***

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*Name*

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*Name*

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*Name*

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*E-Mail Address* \_\_\_\_\_

2 points O.P.A.T.A. Certification- Basic Training 605 hours

2 points Bachelor Degree from an accredited University

1 point Associate Degree from an accredited University

1 point Military Service copy of DD214 form with honorable discharge & reentry eligibility code that reflects this status. The following US Army re-entry eill not be acceptable for additional points; however, not limited to: RE-4R, most RE-3's and some RE-2's

1 Point Residency- Candidate living within the City of Bedford at least 6-months prior to the written exam.

**Total Points**

**\*\*NOTE: In order to determine eligibility for additional points, the above papers must be presented at the time of filing this application.**

Ohio Driver's License Number: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ yes \_\_\_\_\_ no

Before signing this application, read over your answers to each question to determine that accuracy and completeness of your responses. This application must be notarized prior to filing it with the Civil Service Commission.

"My signature will signify that I will have reached the age of twenty-one(21) by the date of the written examination. I swear / affirm that all statements made by me are true, complete and correct to the best of my knowledge. I am aware that any false statement made by me will be sufficient cause for excluding me from participating in the examination and / or removing my name form any eligibility list established by the Civil Service Commission as a result of this examination. I also understand the at the Civil Service Commission reserves the right to remove my name from the list if I fail to notify the Commission of any changes in regards to address, phone numbers or other contact information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

SWORN TO AND SUBSCRIBED BEFORE, A NOTARY PUBLIC, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Address



# Police Officer Standardized Physical Agility Test Registration Form

Please Print and  
Complete All Items

☐ New Student ☐ Returning Student

Last Attended:    
Month Year

## Personal Information

SS# (required) \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Maiden

Address \_\_\_\_\_  
Number Street Apt. No.

City State Zip County

Phone \_\_\_\_\_  
Area Code Number

E-Mail \_\_\_\_\_

Sex ☐ Male ☐ Female  
Ethnic Code ☐ Black ☐ American Indian or Alaskan  
☐ White (non-hispanic) ☐ Asian, Pacific Islander, Indian Subcontinent  
☐ Hispanic ☐ Other \_\_\_\_\_

Date of Birth (required) \_\_\_\_\_

U.S. Citizen ☐ Yes ☐ No

## Testing Agency Information

Testing for ☐ Academy ☐ Department

Department \_\_\_\_\_

Address \_\_\_\_\_  
Number Street

City State Zip County

Phone \_\_\_\_\_  
Area Code Number

FAX \_\_\_\_\_  
Area Code Number Extension

## Mail or FAX In Registration

### Payment Type

☐ Bill Company, please submit letter of intent or purchase order.

☐ Check Enclosed ☐ Money Order

☐ Master Charge Exp. Date \_\_\_\_\_

☐ Visa Exp. Date \_\_\_\_\_

☐ Discover Exp. Date \_\_\_\_\_

Account Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## Registration Information:

Please make checks payable to Cuyahoga Community College.

To register over the phone, please call (216) 987-3035

Mail registrations to Cuyahoga Community College; Unified Technologies Center, 2415 Woodland Avenue, Room 111, Cleveland, Ohio 44115.

Fax registrations to (216) 987-3101.

**NOTE: If your dept. is paying, you must include either a letter of intent signed by the chief (on department letterhead), or a copy of the purchase order.**

Course Reference Number					Course Title	Start Date	Fee
					Physical Agility Test		\$60.00

Cuyahoga Community College  
Public Safety Training Institute  
Law Enforcement Division  
Police Agility Program

**Preparing for the Police Agility Test**

**WHAT TEST STANDARDS MUST BE MET?**

There are six events that must be successfully completed to receive a Cuyahoga Community College Certificate of Completion. There will be rest periods between each event. Each event is scored separately and the participant must meet the standard on each and every event to a certificate. The standards are as follows:

<u>TEST</u>	<u>STANDARD</u>
Minimum push ups	27 no time frame
Minimum sit ups	31 within in a minute
Illinois Agility Run	19 seconds
1Rep. bench press	78% of your body weight
300 meter run	62 seconds
1.5 mile run	16 minutes 36 seconds

**HOW TO PREPARE FOR THE TEST?**

Training will be required to meet the standards. Each test has a different training routine.

**Maximum Pushup**

**and Sit up Tests** To prepare for this test follow this routine.

The **first step** is to see how many pushups can be accomplished. That will become the initial training repetition dose or **ITRD**.

<u>Week</u>	<u>Sets</u>	<u>Repetitions</u>	<u>Frequency</u>
1	1	<b>ITRD</b>	3/week
2	2	<b>ITRD</b> divided by 1/2	3/week
3	3	<b>ITRD</b> divided by 1/2	3/week
4	3	<b>ITRD</b> divided by 1/2 plus 2	3/week
5	3	<b>ITRD</b> divided by 1/2 plus 4	3/week
6	3	<b>ITRD</b> divided by 1/2 plus 6	3/week
7	3	<b>ITRD</b> divided by 1/2 plus 8	3/week
8	3	<b>ITRD</b> divided by 1/2 plus 10	3/week

For each successful week keep adding 2 more repetitions per week.

If a regular push up can not be completed, at first, do the modified push up for several weeks following the same routine, then advance to the regular push up.

**Illinois Agility Run** To prepare for this test the participant will need to practice sprinting the distance of 40 feet around obstacles.

1. Set up a course.
  - The course should consist of three lanes.
    - The first lane is a straight sprint starting from the push-up position.
    - The second lane space four (4) obstacles (chairs, cardboard boxes etc.) 10 feet apart
    - The third lane is a straight sprint. (See diagram).



2. At least two days a week run through the course – two to four times non-stop.

**1 RM Bench Press** To prepare for this test the participant will need access to weights.

The **first step** is to determine the maximum weight the participant can push up one time.

The **second step** is to determine 60% of that weight. This will be a weight that can be done 8-10 REPS. Use the schedule below:

REPS = the number of times you do the exercise (number of lifts of the weight)

SETS = the number of times you do the series of reps.

<u>Week</u>	<u>Weight</u>	<u>Sets</u>	<u>Reps</u>	<u>Frequency</u>
1	60% of 1RM	1	8-10	3/week
2	60% of 1RM	2	8-10	3/week
3	60% of 1RM	3	8-10	3/week
4	60% of 1RM	3	8-10	3/week
5	60% of 1RM plus 5 lbs	3	8-10	3/week
6	60% of 1RM plus 5 lbs	3	8-10	3/week
7	60% of 1RM plus 10 lbs	3	8-10	3/week
8	60% of 1RM plus 10 lbs	3	8-10	3/week
9	60% of 1RM plus 10-20 lbs	3	8-10	3/week
10	60% of 1RM plus 10-20 lbs	3	8-10	3/week



**300 Meter Run**

To prepare for this test the participant will need to do interval training.

The **first step** is to time one's self for an all out effort at 110 yards. This is called the initial time or **IT**.

The **second step** is to divide the IT by .80 to get the starting training time. Then follow the schedule below:

<u>Frequency</u>	<u>Week</u>	<u>Training Distance</u>	<u>Number of Times you Sprint Repetitions</u>	<u>Time for the sprint Training Time</u>	<u>Rest period between sprints Rest Time</u>
1/week	1 & 2	110 yards	4	.80 into IT	2 min.
1/week	3 & 4	110 yards	5	.80 into IT minus 2-3 sec.	2 min.
1/week	5 & 6	110 yards	6	.80 into IT minus 5-6 sec.	2 min.
1/week	7 & 8	220 yards	4	.80 into IT times 2	2 min.
2/week	9 & 10	220 yards	4	.80 into IT times 2 minus 4 sec.	2 min.

**1.5 Mile Run**

To prepare for this test, the participant needs to gradually increase running endurances. The schedule below is a proven progressive routine. If applicable the participant may advance the schedule on a weekly basis and then proceed to the next level. If the distance can be accomplished in less time, then do so.

<u>WEEK</u>	<u>ACTIVITY</u>	<u>DISTANCE</u>	<u>TIME</u>	<u>FREQUENCY</u>
1	Walk	1 mile	17-20 min.	5/week
2	Walk	1.5 mile	25-29 min.	5/week
3	Walk	2 miles	32-35 min.	5/week
4	Walk	2 miles	28-30 min.	5/week
5	Walk/jog	2 miles	27 min.	5/week
6	Walk/jog	2 miles	26 min.	5/week
7	Walk/jog	2 miles	25 min.	5/week
8	Walk/jog	2 miles	24 min.	5/week
9	Jog	2 miles	23 min.	4/week
10	Jog	2 miles	22 min.	4/week
11	Jog	2 miles	21 min.	4/week
12	Jog	2 miles	20 min.	4/week

## EMPLOYMENT ELIGIBILITY

### Employment Disqualifiers

There are specific elements that will automatically disqualify job candidates for employment with the FBI. The FBI Employment Disqualifiers are:

- Non U.S. citizenship
- Conviction of a felony
- Use of illegal drugs in violation of the FBI Employment Drug Policy
- Default of a student loan (insured by the U.S. Government)
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (for males only)

Please note that if you are disqualified by any of the above tests, you are not eligible for employment with the FBI. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for an FBI position.



### Employment Drug Policy

The FBI is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by FBI employees is not tolerated. Furthermore, applicants for employment with the FBI who currently use illegal drugs will be found unsuitable for employment. The FBI does not condone any prior unlawful drug use by applicants. We realize, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish the FBI's intelligence and law enforcement missions. Applicants who do not meet the listed criteria should not apply for any FBI position.

#### Criteria

You can easily determine whether you meet the FBI's illegal drug policy by answering the following questions:

1. Have you used marijuana at all within the last three years?
2. Have you used any other illegal drug (including anabolic steroids) at all in the past 10 years?
3. Have you ever sold, distributed, manufactured, or transported any illegal drug?
4. Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within the past three years (36 months)?

If you answered Yes to any of these questions, you are not eligible for employment with the FBI.

### FBI Background Investigation

All FBI employees must undergo an FBI Background Investigation and receive an FBI Top Secret Security Clearance. Once you have received and accepted a conditional job offer, the FBI will initiate an intensive background investigation. You must go through this background investigation, and must pass, before moving forward with employment consideration. The preliminary employment requirements include a polygraph examination; a test for illegal drugs; credit and records checks; and extensive interviews with former and current colleagues, neighbors, friends, professors, etc. Before applying for any FBI position, please make sure that the FBI Employment Disqualifiers do not apply to you.

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